**AOL Subcommittee Meeting**

Winter 2018 – February 20th

**Attendees:**

* Eric Fricke
* Sandy Luong
* Ekin Alakent (absent)
* Robert Lin
* Filippo Rebessi
* Joanna Lee (absent)

**Agenda & Notes**

1. Approve meeting minutes from Fall 2017 Meeting to be published on AOL website
	1. Yes: 4
	2. No: 0
	3. Abstentions: 0
2. AACSB Review Recap
	1. More faculty need to be involved
	2. Meeting suggestion: to have more documentation to help prep for review teams
3. Closing the Loop R&D form
	1. Meeting suggestion: Share on Google docs to build on ideas overtime
4. Data review with faculty process
	1. Meetings are difficult, ad hoc committee every time
	2. Other colleges organize by doing curriculum and AOL together
	3. Curriculum & AOL need to be handled in the same body
	4. Suggestion: Move AOL back into curriculum committee
	5. Where does review of results and discussions happen?
		1. Other schools have program committees
		2. These committees look at results and decide what should happen
		3. Committees are standing
		4. No need to set up ad hoc committees
	6. Concerns: Committee members often change, how to maintain continuity?
	7. Structure Suggestion:
		1. Whenever program matters arise, committee will work on program issues
		2. Program-level work only
5. Assessment norming exercise
	1. Consistent scores across sample assignment assessment
	2. Members discussed rubric and interpretations of descriptions/assessment scores
	3. Members to complete remaining assessments of MBA Written Communication Fall 2017 outside of meeting.
6. Meeting Adjourned.